

OFFICE OF TRAFFIC SAFETY

7000 FRANKLIN BOULEVARD, SUITE 440
SACRAMENTO, CA 95823-1899
www.ots.ca.gov
(916) 262-0990
(800) 735-2929 (TT/TDD-Referral)
(916) 262-2960 (FAX)



June 7, 2004

Project No. PS0529

Russ Taft
School Safety Program Manager
4 North Second Street, Suite 1000
San Jose, CA 95113

Dear Mr. Taft:

Congratulations! Through a competitive process, the Office of Traffic Safety (OTS) has tentatively approved your funding request for the proposal titled "**School Traffic Safety Education Program**" in the amount of approximately **\$230,130.00**.

Your OTS Regional Coordinator will contact you by June 10, 2004 to arrange an "onsite assessment" to discuss your proposal in more detail and explain the project agreement process. Please visit our website, www.ots.ca.gov, at *Grants and Programs*, to download the Project Agreement forms and to view the Volume II, which gives instructions for completing a Project Agreement. The following are timelines for development of your Project Agreement:

Final Deadline for Draft Project Agreement submitted to OTS

July 26, 2004

Final Deadline for Final Project Agreement submitted to OTS

September 15, 2004

It is our goal to have all new projects start no later than October 1, 2004. **Failure to meet these deadlines will jeopardize your funding.** If there is a reason you cannot meet these deadlines, alert your Regional Coordinator immediately. If you must get approval from a City Council or the Board of Supervisors, you should begin that process now. Do not incur costs prior to the receipt of your official approval packet from OTS.

To ensure consistent coordination, OTS requires you to submit all news releases concerning OTS funded projects to your Regional Coordinator for approval in advance of their release.

Again, congratulations on the success of your proposal. If you have any questions, please contact Kimberly Garcia, Regional Coordinator, at (916) 262-0982 or e-mail at kgarcia@ots.ca.gov.

Sincerely,

A handwritten signature in black ink that reads "C. Murphy".

CHRISTOPHER J. MURPHY
Deputy Director